



Chief of Environmental Inspections

Department: Environmental Engineering

EEO Code: 21

Class Code: 3526

FLSA: E

Effective: 01/12/1996

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in planning, coordinating and supervising the activities of the Construction Inspections section and reviewing, commenting and recommending for approval final check plats and recordation plats; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Coordinates and supervises the activities of the Construction Inspections section; reviews and comments on final check plats and approval of recordation plats for Department director's signature; coordinates plat and plan approval process to insure that all easements, right-of-ways etc., have been shown, as per approved plans; reviews easement dedications, vacations and license requests associated with new construction; makes field checks as necessary; administers County street lighting program for new subdivisions; prepares budget change requests; explains environmental regulations and procedures to citizens, developers, contractors, and engineers as pertains to new plans; trains, coaches and evaluates staff; prepares reports; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of federal, state and local policies, procedures and regulations pertaining to environmental programs; of processes and procedures associated with Environmental Engineering compliance inspections; of erosion and sediment control practices, drainage systems and land disturbance practices; of effective supervisory principals and practices. Considerable skill in understanding and interpreting site plans relating to site construction, drainage and land disturbing activities; in communicating, both orally and in writing, regulations and procedures to the public, developers, contractors and engineers; in preparing and maintaining records and documentation. Ability to conduct field inspections including walking through rough terrain.

MINIMUM EDUCATION AND EXPERIENCE:

Associates degree in engineering, environmental science or related field and four years of inspection/construction experience including one year of supervisory experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
